



CANNON BUILDING
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BOARD OF FUNERAL SERVICES

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MEETING MINUTES:	BOARD OF FUNERAL SERVICES
DATE AND TIME:	May 22, 2018 at 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	July 24, 2018

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Jane Hovington, Public Member
Harvey Smith, Jr., Professional Member
Bill Torbert, Professional Member

MEMBERS ABSENT

Danna Levy, Public Member

DIVISION STAFF

Meredith Hurley, Administrative Specialist II
Patricia Davis, Deputy Attorney General

PUBLIC PRESENT

Ron Williams, Sr.

CALL TO ORDER

Mr. Parsell called the meeting to order at 10:23 a.m.

REVIEW AND APPROVAL OF MINUTES

Meeting Minutes – March 27, 2018

Ms. Hovington moved, seconded by Mr. Torbert, to approve the March 27, 2018 meeting minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

Review of Title 16 Chapter 4204 – Care and Transportation of the Dead

The Board reviewed and made suggested changes to the regulations from Public Health in the hopes that they can be updated for consistency between the two agencies.

The Board will discuss this further at their next meeting.

NEW BUSINESS

Review of Applications for Licensure

Mr. Smith moved, seconded by Mr. Torbert, to approve Jonathan Meachem for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Smith moved, seconded by Mr. Torbert, to approve Robert Bourne for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

Mr. Torbert moved, seconded by Mr. Smith, to approve Bryan Nelbach for Funeral Director contingent on a passing score on the Delaware State Exam. By unanimous vote, the motion carried.

The application for Crematory Establishment submitted by Capitol Crematory Services had to be tabled due to lack of a voting quorum, as Mr. Torbert is the owner of the facility.

Mr. Torbert moved, seconded by Mr. Smith, to approve Kent Cremation Services for a Crematory Establishment permit. By unanimous vote, the motion carried.

Review of Applications for Continuing Education Approval

Ms. Hovington moved, seconded by Mr. Smith, to approve the continuing education listed below that was submitted by Joshua Schoenberg. By unanimous vote, the motion carried.

DNA Analysis in the Identification Process – 1 Hour
Funeral Arrangements to Die For – 1 Hour
Our Future in Funeral Service is in Our Hands – 1 Hour
Expo – 1 Hour
Resolving Consumer Complaints – 1 Hour
FTC Funeral Rule Compliance Issues – 1 Hour

Application Review

The Board reviewed the application for funeral director to find a better way to state the question regarding practice history. Mr. Parsell stated that the question is geared for those individuals coming from a state that is not substantially similar and is somewhat confusing to those that are similar.

Ms. Davis advised that she will figure out a revision that will clarify the meaning of the question.

CORRESPONDENCE

There was no correspondence.

OTHER BUSINESS BEFORE THE BOARD (For discussion only)

The Board was notified that Mr. Chandler will no longer be with the Board as his replacement has been appointed and that Ms. Happoldt, a public member, had passed away in April.

PUBLIC COMMENT

Mr. Williams introduced himself and asked a question regarding the handling of a deceased human who had Creutzfeldt-Jakob disease. Mr. Parsell responded that there are procedures in place for handling deceased humans with such a disease.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, July 24, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Smith moved, seconded by Mr. Torbert, to adjourn the meeting at 11:32 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive, flowing style.

Meredith Hurley
Administrative Specialist II